



# YOUTH COMMUNITY CORRECTIONS BUREAU STANDARD OPERATING PROCEDURES

## Youth Reentry Activities and Responsibilities

*(These are specific only to Reentry – all regular procedures will continue)*

Time	Activity	Responsible Party
Within 30 days of arrival at facility	Identify on Field Investigation Request (FIR) anticipated re-entry needs. When working with a sex offender, FIR will indicate “too soon to determine placement recommendation” and will still be completed.	Institution Case Manager
	Guide Home Placement and related services including mentoring	
	IV-E & Medicaid	
	Owe Restitution or Community Services	
	Victim notification required	
	Education Needs	
	Job preparation, placement, retention	
	Specific Health Needs	
	Specific Faith Related Request	
	Mentoring & Victim/offender Mediation	
	Chemical Dependency, Mental Health or Sex Offender therapy needs	
	Copy of Field Investigation Request to Aftercare Coordinator/Parole Officer	RYCF – Institution Case Manager PHYCF - Clinical Administrative Support
	Copy of Field Investigation Request (including chemical dependency clients) to Service Provider (Mountain Peaks and/or Faith Based Services)	RYCF - Institution Case Manager PHYCF - Aftercare Coordinator
Within 30 days of receiving FIR	Submit Pre-Approval of Placement if placement or service will cost more than \$40 a day.	Parole Officer
	Investigate and approve or deny the FIR. If approved, route original to PHYCF Clinical Administrative Support or RYCF Institution Case Manager. If denied, route original to YCC Bureau Chief.	Parole Officer
If Guide Home approved	Send Youth Homes, Inc. referral packet as soon as possible.	Institution Case Manager for Youth Home Referrals
	If Parole and Institution disagree on placement plan, YCC Bureau Chief will consult with Institution Superintendent. If they cannot agree, Youth Services Division Administrator will decide. If there is disagreement with Parole Officers, Aftercare Coordinator will consult with YCC Bureau Chief.	Superintendent, YCC Bureau Chief, YSD Administrator, Aftercare Coordinator
Upon receipt of FIR	Enter youth as re-entry participant on monthly spread sheet	Parole Officer and Aftercare Coordinator
After FIR Response, except SO & CD	Call to Parish Nurse identified.	Aftercare Coordinator
Within 60 days of arrival	Investigate FIR; make initial contact with pertinent service providers to find any of their prerequisites; notify institution caseworker and aftercare coordinator; return copy to caseworker (for PHYCF to clinical administrative support). If restrictions on placement, route through YCC Bureau Chief. For example, if a polygraph is required before therapist accepts client.	Parole Officer
Ongoing while youth at	Monitor youth participation at facility by attending Case Progress and Team Meetings	Aftercare Coordinator

<b>Time</b>	<b>Activity</b>	<b>Responsible Party</b>
facility		
5 months before anticipated release	For sex offender clients, send complete application packet for Guide Home placement and notify Aftercare Coordinator of anticipated placement.	Institution Caseworker
	If youth is to be placed at home consider Family Guide Services	Institutional Caseworker and Parole Officer
	Guide Home responds to Parole, Institution Caseworker and Aftercare Coordinator with location of Guide Home match.	Guide Home Representative
	When Guide Home has been identified, send new FIR to Parole Officer.	Institution Caseworker
	If Guide Home or other placement is in different region than initial FIR approval, send new FIR to Parole in the different region and Aftercare Coordinator.	Institution Caseworker
	Send all pertinent information to the courtesy officer as soon as possible.	Primary Parole Officer
Within 90 days prior to release	Set up family commitment and reintegration meeting at facility	Aftercare Coordinator
60 days before anticipated release	Obtain re-entry team members and schedule meeting	Aftercare Coordinator
	If youth is being considered for guide home out of original jurisdiction, send file to courtesy supervising officer	Parole Officer
1 day before meeting with re-entry team members	Complete Pre-Placement Visit Check Out List	Institution Caseworker
30 days before anticipated release	Update Mountain Peaks regarding release plans of youth.	Aftercare Coordinator
	Arrange re-entry team meeting either in person or by video conferencing	Aftercare Coordinator
Once placement is finalized	Primary Officer sends original file to Courtesy Supervising Officer. (See YCC 60-11 B.2. and C.2.)	Parole Officer
Release	Complete everything for check out and release; notify Aftercare Coordinator	Institution Caseworker
Monthly	Be sure to indicate any necessary information on approved data management system.	Parole
	Maintain data on outcomes	YSD Statistics
	Referrals to guide homes, Mountain Peaks, Faith Based Services for youth already on parole when needs identified. (If the youth referred is not identified as a reentry client, pay from placement funds after YCC Bureau Chief approval.)	Parole Officer
Monthly	Hold monthly team meetings for each Re-entry youth.	Parole Officer, Guide Homes Case Manager